



# LEIM 2015 - San Diego, CA

## Regulations Governing Use of Space by Exhibitors

### General

1. These rules and regulations form part of the Exhibitor Agreement made between the International Association of Chiefs of Police (the "IACP") and the Exhibitor.
2. Neither the Exhibitor Agreement nor any booth or display space request or allocation will be binding on the IACP unless and until the exhibitor agrees to abide by the Show Rules & Regulations, issues payment in accordance with said agreement, and said agreement is executed by the exhibits staff on behalf of the IACP.
3. The IACP is hereby authorized to assign exhibit space based on availability and in accordance with the Exhibitor's choice whenever possible. The IACP reserves the right to alter the location of exhibit spaces at its sole discretion and in the best interest of the exhibition.
4. If an exhibitor fails to abide by the regulations of the exhibition as set forth, then the contract between the IACP and the Exhibitor will be terminated. The exhibition regulations constitute a portion of the contract between the IACP and the Exhibitor. Therefore, any failure on the part of the Exhibitor to comply with the regulations represents a default on, and termination, of the contract. Should the contract be terminated in this manner, the Exhibitor shall forfeit the amount paid for space rental regardless of whether or not the IACP enters into a further lease of the space involved. Interpretation and application of the regulations are within the sole discretion of the IACP and decisions by the IACP are final.
5. Any Exhibitor who, in the opinion of the IACP show management, conducts themselves unethically will be subject to ejection from the conference and/or forfeit the right to exhibit in subsequent years. No disruption of the conference or any exhibitor's right to conduct business will be tolerated.

### Eligible Exhibitors

6. All exhibits and related demonstrations and presentations shall serve the interests of IACP members. Devices that are designed for surreptitious oral or wire interception are not permitted. No live ammunition shall be available in connection with any exhibit. IACP reserves the right to determine the eligibility of any company, product, or service for inclusion in the exhibition.
7. The IACP reserves the right to remove or prohibit any exhibit in whole, in part, or any Exhibitor or representatives that in its opinion are not in keeping with the character and purpose of the trade show.

### Exhibitor Fees/Payment Schedule/Refund Policy

8. A 50 percent deposit must be received upon reservation of booth space and account must remain current with scheduled payments to maintain your booth and booth location. Booth pricing is \$19.50 per s/f.
9. Full payment for exhibit space is due on or before March 13, 2015, or within 10 days of selecting your booth space if after March 13, 2015. Space may be cancelled and re-sold if account is not paid in full by March 13, 2015. Exhibitors may not occupy assigned space until all monies due to the IACP are paid-in-full.
10. Cancellation of exhibit space is required in writing and the following cancellation fees apply. Cancellation of exhibit space is required in writing. If written cancellation is received on or before February 13, 2015, the 50 percent deposit of the total due is retained by the IACP and the remainder paid will be refunded to the Exhibitor. No refunds will be made for any cancellations after February 13, 2015.

### Downsizing by Exhibitor

11. An Exhibitor may be required to move to a new location if downsizing of exhibit space is requested. Exhibitors downsizing after March 13, 2015 will be financially liable for the original booth cost contracted.

## **Subletting of Space**

12. IACP strictly prohibits the sharing or “co-opting” of exhibit space unless the two companies are officially affiliated (proof required). Contracted exhibitors shall not assign, sublet, or share any space allocated to them without prior written permission from the IACP and may not advertise or display goods other than those manufactured or sold by them in the regular course of their business. Space assigned to the Exhibitor is for their exclusive use.

## **Exhibitor Primary Booth Contact**

13. The Exhibitor will be responsible for designating an official authorized agent who will be the primary contact to work with IACP show management. This person will oversee and understand all contract issues, including those relating to registration, payment, housing, badging, materials handling, booth set-up and tear-down, operations and logistics, as well as ordering furniture, signage, utilities, etc. The Exhibitor Primary Booth Contact shall be authorized to enter into service contracts as may be necessary and for which the Exhibitor is responsible. This agent shall receive all official correspondence from the IACP and be responsible for communicating all information to appropriate individuals.

## **Exhibit Staff**

14. Exhibits shall be staffed by technical, qualified individuals who are bona fide company employees or legitimate representatives. Exhibitors must open their exhibit on time each morning and staff it throughout each day until show closing. Exhibit personnel shall wear professional attire consistent with the conference decorum. We strongly encourage you to register all booth personnel in advance. Anyone choosing to register on-site will require proof of employment. The following are the only acceptable proofs of employment: company business card, company ID, written letter on the exhibiting company's letterhead, or an email from the exhibiting company's Primary Booth Contact.
15. No person under 18 years of age will be permitted on the floor during move-in or move-out.
16. All personnel who are representatives of the exhibiting company must register as an “Exhibitor/Sponsor”. Exhibitor badges will be allocated on the basis of square footage of the exhibit space: two full conference badges per 100 square feet (10' x 10' space) of exhibit space. Sponsor badges will be allocated based on the level of sponsorship: six for Platinum; four for Gold; and two for all other levels.
17. Exhibitors requiring or desiring additional badges for their personnel may obtain extra badges of either type by purchasing them. There is a \$100 fee to generate replacement badges for those that have been lost.

## **Standard Booth Equipment/Booth Construction**

18. The Exhibitors shall have the rights, subject to the provisions herein contained, to arrange their exhibits within the space allotted to them in the manner best suited for displaying and demonstrating the goods manufactured by them. No part of an exhibit shall extend outside of the exhibit space boundary. All materials, items, etc. must be contained within the space assigned to the Exhibitors as per the completed agreement and in accordance with the booth construction guidelines of the International Association of Exhibitions and Events (IAEE). If there is a discrepancy between IAEE and IACP guidelines, the IACP guidelines will be used.
19. Inline/Linear Booths: 10' x 10' consisting of drape assembled on aluminum stanchions and crossbars; 8' high back drape, 3' high side drape; and 7" x 44" booth identification sign. All other equipment, furnishings or services other than those provided as indicated must be arranged for with the decorator and/or the Sheraton San Diego Hotel & Marina at the exhibitor's expense.
  - a. Use of Space: Regardless of the number of Inline Booths utilized, e.g. 10' x 20', 10' x 30', 10' x 40', etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8' is allowed only in the rear half of the booth space with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.

20. Island Booths: Typically 20' x 20' or larger and exposed to aisles on all four sides. There is no pipe and drape construction provided.
  - a. Use of Space: The entire cubic content of the space may be used; however, booth structure and/or presentations must not be placed so that attendees must stand in the aisle to observe.
  - b. All island booth exhibitors must submit a booth layout drawing, including signage for IACP approval.
  - c. Ceiling height at the Sheraton San Diego Hotel & Marina Pavilion varies. A drawing is available on the conference site as reference. There are no hanging signs allowed for exhibits.
21. End-Cap and Peninsula Booth types are not permitted.
22. Carpet: The Sheraton San Diego Hotel & Marina Pavilion is carpeted. No additional carpeting is required.
23. Any covered exhibit space of 100 square feet or more (including tents and canopies) requires a smoke detector and 2A10BC fire extinguisher. Other facility fire regulations may apply. Please check with show management if any portion of your exhibit will be covered.
24. Nothing shall be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Fees for damages will be charged to the Exhibitor and must be paid before an Exhibitor will be allowed to select space for future IACP shows. The Exhibitor shall not place in the exhibit area any material or equipment whose presence, appearance or operation produces noise, vibration, odor or other irritant that is objectionable to the IACP, the Center, or other exhibitors or visitors. Exhibits that defame the products or integrity of another Exhibitor are also prohibited.

### **Installation & Dismantling of Exhibits**

25. All goods shall be consigned in accordance with instructions in the online Exhibitor Service Manual.
26. If you know that your booth will require more than your allotted time to set up, you will need to notify the IACP Exhibits Manager in writing so that arrangements can be made to have materials delivered.
27. Exhibits are to be set up during assigned times and be completed by 3:00 p.m. on Monday, May 18, 2015. Exhibit space left empty as of 3:30 pm may be resold or reassigned by the IACP without obligation on the part of IACP for any refund whatsoever. Exhibits not set-up by 3:30 pm will be assigned labor to install or be removed from the hall. Labor expense for booths not installed by this time will be borne by the Exhibitor. The IACP is not responsible for any damage to the Exhibitor's product due to set up or removal of the Exhibitor's booth.
28. The Exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the written consent of the IACP. There is a \$350 penalty for early dismantling which must be paid before the Exhibitor may select space for future IACP shows. Exhibitors should make travel and staffing arrangements accordingly.
29. Exhibitors shall remove all exhibits and any goods or property brought into the exhibit hall and leave said space both clean and free from all rubbish by 7:00 p.m. Wednesday, May 20, 2015.

### **Character of Exhibit**

30. The IACP reserves the right to decline an exhibitor permission to conduct, maintain and exhibit if, in the sole judgment of the IACP Show Management, said exhibitor shall in any respect be deemed unsuitable or offensive to other individuals. This reservation includes, but is not limited to, personnel attire and conduct, articles of merchandise, printed matter, souvenirs, catalogs, and any other items, without limitation, which affect the character of the Exhibition or the IACP.

## **Booth Activities**

31. All exhibitors must submit a booth activities form to IACP for approval. The form is found in the Exhibitor Service Manual.

## **Animals**

32. Domestic service animals and animals in conjunction with an approved exhibit are permitted and must meet the following confinement guidelines:
  - a. Animal(s) is to be on a leash at all times if not confined to a pen.
  - b. Animal(s) is to be confined within a pen if not on a leash.
  - c. Animals must be under constant control at all times by the owner or handler.

## **Balloons, Confetti, & Stickers**

33. Helium balloons are not permitted on the premises unless approved by IACP and Sheraton San Diego Hotel & Marina. Helium balloons are not to be used as giveaways. Helium tank storage is not permitted inside Sheraton San Diego Hotel & Marina. Retrieval of a helium balloon which becomes unanchored and trapped within the ceiling or structure at Sheraton San Diego Hotel & Marina will be at the expense of the exhibitor.
34. Confetti is not permitted in the Expo Hall or common areas of Sheraton San Diego Hotel & Marina.
35. Stickers are not permitted in the Expo Hall or common areas of Sheraton San Diego Hotel & Marina.

## **Exhibit Booth Noise/Lighting**

36. IACP is a professional show. In general, Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle (rule of thumb: sound and noise should not exceed 85 decibels). Profanity of any sort is not permitted as part of displays, simulators, video or presentations. The noise level and content of exhibits will be monitored by IACP staff. Failure to comply with these regulations may result in the loss of ability to display audio features in the violating booth or expulsion from the show.
  - a. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.
  - b. Exhibitor will defend, indemnify and hold harmless IACP against any claim or suit for copyright infringement or violation of intellectual property rights (e.g. trademark) that arises from Exhibitor's violation of copyright or intellectual property law.
37. The use of special lighting effects, such as strobes, flashers, etc., is prohibited unless lighting features are expressly the product(s) on display. All booth lighting including gobos must stay within the booth parameters.

## **Vehicle Regulations**

38. Exhibitors must register their vehicles for display at IACP 2015. Exhibitors with vehicles on display with 4 or more wheels must purchase an island booth of 20' x 20' or larger. Multiple vehicles will require a booth larger than 20' x 20'. Booth size will be based on the dimensions of the vehicle(s).
39. Vehicles on display must follow the facility guidelines and have fuel tanks filled to the capacity as mandated by the licensor and the local fire department of the jurisdiction where the event is being held. Fuel tank caps must be locked or taped, and battery cables must be disconnected and taped. All fuels are to be removed from trailers, attached tanks and all other like equipment.
40. The exhibitor shall comply with and ensure that its employees and agents comply with all legal requirements imposed by a government body. Special building rules regarding the operation of oil or gasoline/diesel engines

must be strictly observed, as must all other special building rules and regulations.

## **Weaponry**

41. Weapons Exhibitors must notify the IACP 30 days prior to the show of weapons to be shown by registering each weapons' Make, Model and Serial Number. Failure to register your weapons by the deadline will result in your weapon being prohibited from the show floor. Strict enforcement will be applied.
42. IACP will conduct inspections of all weapons to be placed on display. The inspections will be conducted beginning the first day of move-in. Upon arrival, exhibitors must bring their weapons to the Armory (aka Weapons Storage Room). It is mandatory that you provide the inspectors with a duplicate listing or bill of lading with the make, description, and serial number of each weapon. All weapons displayed must be non-functional, with the firing pins removed. After inspection, each weapon will be tagged.
  - a. At the end of each show day, exhibitors showing weapons must check in their products to the Armory and report to that room each morning before show hours to retrieve their products. The hall will be monitored daily for compliance, which must be maintained throughout the show.

## **Photography/Recording**

43. Photography and recording within the exhibit hall is regulated. Exhibitors may only take photos, images or recordings of their own booths and equipment. Photographs or recording of the exhibit hall in general or other exhibitors' booths is prohibited unless specific permission is granted by Show Management. Violation of this policy will result in the confiscation of digital images or recordings and could result in expulsion from the show.

## **Retail Sales**

44. Retail sales are not permitted in the Expo Hall. Exhibitors may take orders, but cash and/or credit transactions are not allowed in the Expo Hall.

## **Suitcasing/Outboarding**

45. The IACP considers the practices of Suitcasing and/or Outboarding to be unethical business conduct and strictly prohibits both practices. Suitcasing refers to the practice of companies or persons who go to shows as attendees but "work the aisles" from their suitcase (briefcase), soliciting business from other attendees and exhibitors. Outboarding refers to non-supporting companies who set up exhibits or events at off-site locations, such as hotel hospitality suites or nearby restaurants, and encourages attendees to leave the show floor and spend time with them. For the good of the show and the exhibitors supporting the show, the only legitimate place to conduct business during show hours is within a contracted exhibit space on the show floor. Only official Exhibitors and sponsors are allowed to conduct other hospitality events during non-show hours. All violations will be directed to the Exhibitor Subcommittee for penalties and sanctions against the violating company. Exhibiting companies are encouraged to protect their investment and report any violations to Show Management.

## **Security Information**

46. The IACP will provide perimeter security in the exhibit hall from the beginning of exhibitor move-in through move-out hours. The primary responsibility for safeguarding your exhibit and merchandise is yours at all times.

## **Fire Protection**

47. All booth decorations and materials must be flame retardant in accordance with the facility regulations. If an inspection indicates that an Exhibitor has not complied with these regulations, the Exhibitor will be given the opportunity to correct the situation. If the situation is not corrected, IACP reserves the right to cancel all or such part of said exhibit which does not conform to the regulations. Please note that it is the exhibitor's responsibility to read and follow these fire regulations. Please make sure to review the Fire Regulations in the online Exhibitor Services Manual.

## **Product Information & Food and Beverage Samples**

48. Individual contracted companies interested in distributing product samples, circulars or advertising materials may only do so within the booth space assigned to the Exhibitor. Such materials shall not be distributed to the hotel rooms of the conference registrants without the IACP's prior approval or in any conference facilities.
49. All food/beverage samples distributed by the Exhibitor are to be approved in advance by the facility caterer.

## **Exhibitor Insurance**

50. The IACP requires each exhibiting company, and exhibitor appointed non-official contractors, to provide proof of general liability insurance in an amount not less than \$1 million per occurrence. This is a safeguard measure in the event an accident occurs within your booth. The regular liability insurance carried for your day-to-day operations typically is sufficient. Check with your insurance company. Exhibitors who do not carry liability insurance will have the option of purchasing event insurance through a third party. IACP does not require that you send a copy of your Certificate of Insurance, however you must have the Certificate on-site and provide a copy if asked.

## **Cancellation of Exhibition**

51. Neither the IACP, Sheraton San Diego Hotel & Marina, their employees, nor their agents shall have any liability or obligation to the Exhibitor for cancellation or deferral of the Conference. In the event that the premises in which the exhibition is to be held are destroyed or damaged by fire or the elements or any other cause, so that the exhibition cannot be held, the Exhibitor shall have no cause of action or claim for damages or compensation against the IACP except for the return of any amount previously paid, and in such an event, this agreement shall be terminated.

## **Liability**

52. The IACP shall not in any manner or for any cause be liable or responsible to any exhibitor or any other person for any injury or damage to any person, business or property in any way related to or arising in connection with the exhibition; even if it is alleged that such injury or damage was caused by IACP; any and all claims for such injuries or damages are hereby waived and each Exhibitor agrees to indemnify and hold harmless the IACP and its directors, officers, employees and agents (the "Indemnified Parties") against any and all claims, liabilities, losses and expenses, including reasonable attorney's fees, imposed on, incurred by or asserted against the indemnified parties caused by any act or omission of that exhibitor, or occurring within the exhibit space leased by that exhibitor or arising in connection with the activities conducted by that exhibitor in connection with the exhibition. Without limiting the generality of the foregoing, the Exhibitor agrees to defend, indemnify and hold harmless IACP to the same extent, and on the same terms, that IACP is required to indemnify Sheraton San Diego Hotel & Marina.
53. The Exhibitor acknowledges that the IACP and the Sheraton San Diego Hotel & Marina do not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor.

## **Amendment of Rules/Other**

54. The IACP reserves the right to make changes, amendments and additions to the rules at any time, and all changes, amendments and additions so made shall be binding on the Exhibitor with the provision that all exhibitors will be advised of any such changes.
55. All matters and questions not specifically covered by these rules and regulations and the Exhibitor Agreement are subject to the decision of the IACP show management, whose decisions will be final.
56. Exhibiting companies may only hold hospitality or off-site events during non-exhibit hours. No Exhibitor events may take place while the Expo Hall is open.